

1. Incident Name		OPEN ACTION TRACKER			ICS 233-CG (Rev 03/05)		
2. No.	3. Item	4. For	5. Status	6. Start Date	7. Briefed	8. Target Date	9. Actual Date
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
37							

Open Actions Tracker (ICS 233-CG)

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	No.	Enter number of task in sequential order (1, 2, 3, ...).
3.	Item	Enter short descriptive of the task.
4.	For	Enter responsible section/person.
5.	Status	Enter status of item. This includes things like: "Awaiting LE Gear", "Update needed", "Awaiting Feedback". When the item is completed, the word "completed" is entered and the task is cut and pasted into the worksheet labeled "COMPLETED."
6.	Start Date	Enter the date the tasker was initially assigned under "Start Date."
7.	Briefed	When the tasker has been briefed after initially assigned, an "X" is placed in the brief column. This was to ensure that taskers identified outside the UC (during Tactics Meeting for example) were briefed up to the UC.
8.	Target Date	Target date is another way of saying deadline. When the target date is one day away, the block turns yellow. When it is overdue it turns red. When it is yellow, it serves as a reminder to the UC that the target date needs to be changed or the responsible section needs to complete the task.
9.	Actual Date	The block to the right of the Target Date (Actual Date) will always have today's date. It is merely the formula "=today()" inserted into the cell.

NOTE: In order to ensure the red and yellow reminders work for new tasks, the user simply copies a task line, inserts it into the worksheet and overtypes the new task information.